

CODE OF CONDUCT: STAFF

GENERAL STANDING INSTRUCTIONS TO STAFF

1. CODE OF CONDUCT

1.1 PROFESSIONAL EXAMPLE

- 1.1.1 In keeping with the perceived professional status of educators, staff members should at all times set an example to colleagues, learners, parents and the public in general.
- 1.1.2 Appearance and dress, particularly when at school, should be appropriate and professional and should be in line with what is expected of learners. The adult status and individuality of staff members should, however, be taken into account. Dress must be smart and dignified and at no times provocative.
- 1.1.3 Social behavior, whether at school or in public, should be responsible and professional.
- 1.1.4 Language use, particularly in the company of, and to learners, should be appropriate and devoid of vulgarity, cursing and blasphemy. Verbal abuse of learners must be avoided. Colleagues and learners should be addressed respectfully at all times and in particular in the presence of other staff members or learners.
- 1.1.5 Members of staff should make every effort to be punctual for all events or occasions, particularly for classes, staff meetings, school functions, sports matches, etc.

1.2 PROFESSIONAL EDUCATION

- 1.2.1 All lessons are to be thoroughly prepared in advance.
- 1.2.2 Educators should teach for the duration of the lesson or ensure that learners have work to do. Educators must only be absent from class in the case of an emergency.
- 1.2.3 Preparation of work, setting of tasks, projects, homework, and marking and evaluation of learners' work must be done on a regular and consistent basis.
- 1.2.4 Educators must be pro-active in their approach to their classes, creative in the preparation and presentation of lessons and should at all times keep abreast of developments in their subject areas and education in general.

1.2.5 Cellphones of staff members should not in any way interfere with lessons.

1.3 PROFESSIONAL INTEGRITY

1.3.1 An educator must at all times promote the interests of the school and remain loyal to the school and its management structure.

1.3.2 Educational professionalism and the professional status of educators must be promoted.

1.3.3 Educators are expected to support colleagues and not engage in actions or activities which might undermine the authority of their colleagues or the school's management structure. Confidentiality in school matters should be observed at all times.

1.3.4 Under no circumstances should educators discuss their colleagues with other educators or learners, especially where personal or professional problems are concerned. The appropriate communication channels should be respected in the handling of inter-personal and school related problems.

1.3.4 Educators should approach all relationships with colleagues, parents and learners with the utmost honesty and integrity.

1.4 DISCIPLINE

1.4.1 Educators should make themselves aware of the school rules, departmental and constitutional guidelines concerning discipline matters, and apply them accordingly. Copies of the School Rules are to be found in the Media Centre, as well as in this Manual.

1.4.2 Discipline in general and specific disciplinary action taken by educators must be fair and consistent.

1.4.3 The appropriate channels of authority must be followed in the handling of disciplinary disputes and problems.

2. DRESS

2.1 Staff need to be careful about their dress for the following reasons:

2.1.1 They need to set an example to the pupils.

2.1.2 They need to project a favorable image of the school.

2.1.3 They need to promote a professional image of the teaching profession.

Specific guidelines are as follows:

- Teachers must always be neat and smart.
- Their dress must be fairly formal.

- 2.2 The following special guidelines apply to male staff.
- Basic dress for school each day is jacket and tie.
 - Jackets must be worn to assembly and to formal occasions.
 - Discretion must be used as to where else jackets are worn.
 - Trousers must be fairly formal, i.e. not denim, mod, etc.
- 2.3 The following specific guidelines apply to female staff.
- Dresses which could be regarded as unseemly in the context of a school must be avoided (e.g. Very short skirts, low-cut dresses)
 - If staff members wear slacks, they must ensure that they are appropriate for a school setting, both in style and fit.
 - Staff members should try to avoid any hairstyle which is so mod or 'way out' that it evokes criticism.
 - **No jeans,** tracksuits, (except Life Orientation teachers) shorts, divided skirts above the knee.

3. ACADEMIC ACCOUNTABILITY

- 3.1 Staff should make every effort to keep abreast with new developments in their subjects.
- 3.2 It is important for staff to be able to assess regularly how they are progressing with the work programs for their classes. To this end, an organized but meaningful record file which contains the work scheme for the year must be kept.
- 3.3 Effective planning and preparation of lessons is essential for successful learning and discipline
- 3.4 Staff members are expected to check and control pupil's work regularly.
- 3.5 Staff may not leave their classrooms except in cases of emergency. No staff member may be absent from his/her classroom when teaching without the permission of the Headmaster or Deputy. This includes substitution for absent teachers. Substitute teachers must be in the classroom with the pupils whom they are 'BABYSITTING'.
- 3.6 Staff must remember that they are accountable to the Headmaster and the parents for the academic well-being of the learners.
- 3.7 It is essential that mark books are kept detailing all learners' marks, including all formal testing, as well as school based assessment.
- 3.8 The Academic Head will issue important documentation to staff members from time to time. These include test time-tables, exam time-tables, and end of term arrangements (among others). Staff are expected to familiarize themselves with these documents and adhere strictly to any deadlines that appear in them.

4. GENERAL ACCOUNTABILITY

- 4.1 In addition to academic and pastoral accountability, staff members must be prepared to accept accountability in a number of other areas in the school.
- 4.2 This means that all are required to contribute to these areas, and not only those staff members in charge of some of these areas: and they must be prepared to handle any problems that may arise from time to time.
- 4.3 With regards discipline, the following needs to be noted:

4.3.1 Sound discipline must at all times be maintained in the classroom. This means that a teacher classroom. This means that a teacher must ensure a climate of learning, which involves a combination of order and respect on the one hand and a freedom to contribute and respond on the other.

4.3.2 Other aspects of discipline are also the responsibility of every teacher. These include the following:

Corridors:

teachers must move outside their classrooms at the end of lessons and actively control movement and noise until the corridor is clear.

Uniform and hair:

Each teacher must monitor this and take action or report offenders to the teachers in charge. Register teachers in particular should do formal checks on a regular basis.

Absentee checks:

It is the responsibility of the register teacher to ensure that this is done accurately and reported to the Deputy at the stipulated time. Register teachers are also responsible for monitoring regular absences and following up thereof.

Circulars:

Register teachers are responsible for seeing that these are issued and that all reply slips come in.

Classroom cleanliness:

Register class teachers must ensure that their classrooms are tidied and swept properly. The relevant teachers are held responsible for seeing that the learners do their job.

Desks and chairs:

Register teachers are responsible for the condition of the furniture in their classrooms. Attention must be devoted to the desk surfaces which should be closely monitored to minimize the amount of writing on them.

5. NON-ACADEMIC DUTIES

All staff are expected to perform administrative duties and to assist in the extra-mural program of the school. As regards the latter, the minimum is about four hours per week. In some cases, administrative tasks (e.g. regular DT duty, controlling major areas of the school on an ongoing basis) will be assigned in place of extra-murals.